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Randy M. Autio, Interim City Clerk

Date: January 28, 2008
To: All City Employees
From: Bruce J. Perlman, PhD, Chief Administrative Officer 
Subject: **TIME OFF FOR VOTING – NEW MEXICO DEMOCRATIC
PRESIDENTIAL PREFERENCE CAUCUS - TUESDAY, FEBRUARY 5,
2008**

All employees, who are currently registered democratic voters, will be granted two (2) hours of leave with pay on Tuesday, February 5, 2008. The polls are open from 12:00 noon and close at 7:00 pm. The New Mexico Presidential Preference Caucus is a statewide election conducted by the Democratic Party of New Mexico. Therefore, polling locations may not be at your usual polling site, please contact the Democratic Party of New Mexico, 830-3650 or www.nmdemocrats.org to confirm your polling location.

In accordance with State Law:

“Time off for voting will not be granted to employees whose normal work day begins more than two (2) hours after the opening of the polls or ends more than three (3) hours prior to the closing of the polls.”

Please note that State Law does not allow time off for absentee or early voting since “time off to vote” will be granted only on Election Day.

Those employees who wish to have the two (2) hours off to vote should request and provide a P-30 prior to the election for such leave from their department head.

Department Directors should schedule time taken so that offices remain open during normal working hours, and the work of the department is affected as little as possible. Department Directors may request verification of voter registration and will grant all requests made by eligible employees who are so registered. Time taken off for voting can be used for no other purpose.

Eligible employees are encouraged to exercise their right to vote.

cc: Anna Lamberson, Chief Financial Officer
Ed Adams, Chief Operations Officer
Department Directors